

STATE OF NEVADA

**DIVISION OF STATE LANDS
333 WEST NYE LANE, ROOM 118
CARSON CITY, NEVADA 89706-0857**

APPLICATION FOR A PERMIT, LICENSE OR OTHER AUTHORIZATION TO USE STATE LAND

**1. PROJECT NUMBER:
(ASSIGNED BY DIVISION)**

2. DATE:

3. NAME OF APPLICANT:

4. MAILING ADDRESS:

5. TELEPHONE NUMBER:

ASSESSOR'S PARCEL NUMBER:

6. PROJECT LOCATION:

SEC: _____ **TWP:** _____ **RGE:** _____

ADDRESS: _____ **CITY:** _____ **COUNTY:** _____

7. Describe the activity in narrative and on drawing, including the location, intended use, any structures or improvements, and any disturbance including removal or fill of material. Submit five copies of narrative and drawings on 8 1/2": x 11" paper. Drawings should be accurate to scale and show appropriate detail. (Note: for leases and easements accurate legal descriptions are required.)

8. PROPOSED USE:

PRIVATE

PUBLIC

COMMERCIAL

INDUSTRIAL

**OTHER
(EXPLAIN IN REMARKS)**

9. NAME AND ADDRESS OF ADJOINING PROPERTY OWNERS:

10. (IF SUBMERGED LAND) NAME OF WATERWAY AT LOCATION OF PROJECT:

11. DATE PROJECT IS PROPOSED TO COMMENCE:

DATE PROJECT IS EXPECTED TO BE COMPLETED:

12. HAS ANY PORTION OF THE PROJECT FOR WHICH AUTHORIZATION IS SOUGHT BEEN COMPLETED?

YES _____ NO _____ (IF "YES," EXPLAIN IN REMARKS)

13. LIST ALL AGENCIES WHO HAVE APPROVED PROJECT AND SUBMIT COPIES OF PERMITS OF AUTHORIZATIONS:

ISSUING AGENCY:

TYPE OF APPROVAL:

IDENTIFICATION NUMBER:

DATE OF APPLICATION:

DATE OF APPROVAL:

14. HAS ANY AGENCY DENIED APPROVAL FOR THE ACTIVITY DESCRIBED HEREIN OR FOR ANY ACTIVITY DIRECTLY RELATED TO THE ACTIVITY DESCRIBED HEREIN?

YES _____ NO _____ (IF "YES," EXPLAIN IN REMARKS)

15. REMARKS:

16. IS THIS APPLICATION FOR A RECREATIONAL PURPOSE?

YES _____

NO _____

(IF “YES,” ATTACH REQUIRED STATEMENT
AS DESCRIBED BELOW)

Pursuant to NRS 322.1003, an applicant for a permit, license or other authorization to use state land or state facilities for a recreational purpose shall, if the permit, license or other authorization does not expire less than six (6) months after it is issued, submit to the State Land Registrar the statement prescribed by the Welfare Division of the Department of Human Resources pursuant to NRS 425.520. The statement must be completed and signed by the applicant. The statement must be attached to this application.

17. Application is hereby made for a permit or permits to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activity.

NAME OF APPLICANT (PRINT)

SIGNATURE OF APPLICANT

**DECLARATORY STATEMENT BY APPLICANT FOR A DIVISION OF STATE LAND'S
PERMIT, LICENSE OR OTHER AUTHORIZATION TO USE STATE LAND FOR A
RECREATIONAL PURPOSE PURSUANT TO NRS 322.1003 AND NRS 425.520**

Please mark the appropriate response:

- _____ I am not subject to a court order for the support of a child
- _____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, or
- _____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Failure to mark on one of the three (3) will result in denial of the application.

Applicant Social Security Number: _____

Name of Applicant (print)

Signature of Applicant

Date

USE OF STATE LAND FOR A RECREATIONAL PURPOSE DEFINED

- 1. Private piers and docks (single and multiple residential use).**
- 2. Private boat launching ramps, boat rails and boat hoists.**
- 3. Private mooring buoys, boat slips and boat houses.**
- 4. Private swim floats.**
- 5. Recreational dredging.**

INSTRUCTION CHECKLIST FOR STATE LANDS APPLICATION FORM

8/20/03

1. The completed application packet must contain an original and **five** copies of the application with the supporting maps in a size suitable for mailing and documents attached to each and ready to send out for review and comment. Provide one additional copy for each abutting property owner listed in number 9.

2. The **non-refundable** application fee (NRS 322.110) must be received with the application packet.

Per NRS 322.110, the non refundable processing fee to consider applications is \$200 for commercial uses, \$150 for agricultural uses and \$100 for private uses.

3. State Lands also charges an annual fee for leases and easements. Per NRS this must be based on fair market value.

- You may be asked to provide a current appraisal or market data for the property.
- Lease fees are reviewed and updated every five years or more often to reflect the current market.

4. The State of Nevada cannot issue perpetual easements

5. The State of Nevada may deny any application.

6. Fill out name of applicant as you wish it to appear on the document that State Lands will issue. This will be the "Grantee".

7. Please include a project contact person's name and contact information including phone number, email address and two business cards.

8. An assessor's parcel number must be included. Use parcel numbers of adjacent parcels if it is a water application. A copy of the assessor's parcel map must be included.

9. Please provide a narrative summary of the project in #7 and attach supporting documentation as needed. This item must be filled out with a one-paragraph summary describing the project even if there is supplementary material attached. Please provide the official name of the project that you wish us to assign to the file.

10. Discuss in detail the impacts of your proposal and actions to mitigate negative impacts.

11. Please give complete addresses of all abutting properties in #9 as we send a request for review and comment to abutting property owners. If it is a large project, please provide the name and address of the legislators for the district. If the adjacent landowners have already been allowed an opportunity to comment, please provide the documentation and results.

12. Please indicate the type of document you are requesting. (Lease, easement, permit, authorization. Final determination of appropriate form of authority will be made by Nevada Division of State Lands.) A pre-application conference by appointment may be necessary.

13. In #11, please provide the date for which the final state land document is requested and the reason that date was chosen (i.e., construction to begin).

- All applications are sent out for a mandatory 30 day review and comment period to other state agencies.
- Allow a minimum of 90 days for processing permits and authorizations.
- Allow a minimum of 6 months for processing leases and easements. (Leases must be approved by the Board of Examiners & the Interim Finance Committee, a minimal 90 day process.)

14. Provide State Lands with one copy of each permit from other permitting agencies as they are issued.

15. Applications for easements, leases and some other documents must have a complete surveyed legal description, wet-stamped and signed by a surveyor licensed in Nevada, and a map stamped and signed by the surveyor. Metes and bounds descriptions must contain the name & address of the person who prepared the description per NRS 111.312 (4). These must be in a format capable of being attached as an exhibit to a legal document and accepted by the county recorder. (See NRS 247.110 and NRS 111.312.) No color on exhibit documents, one-inch margins around all documents, no type smaller than 9 point, 8½ x 11 format preferred. In some cases an assessor's parcel map may be used as an exhibit if it has one-inch margins around the page. Do not mark the maps "exhibit." The project name must appear on the legal description and the maps.

16. We need the name and title of the person who will be signing the document on behalf of the grantee. In the case of corporations or other business entities, we need a copy of the corporate resolution or other document giving that person the authority to sign on behalf of the organization. The person signing must have the authority to bind the grantee to the indemnity and liability requirements.

17. Please consult this office if you intend to submit plans that are larger than 11x14.

18. The child support declaration must be filled out and signed only if the application is made by an individual for a recreational use.